

THE TULALIP TRIBES
Job Description

CLASS TITLE: Accounts Receivable Clerk

POSITION NUMBER: QCV 052-08

EMPLOYEE REPORTS TO: Office Supervisor

BASIC FUNCTIONS: Maintains all customer related information on individual subscribers and their files. Handles non-payment disconnects and reconnects. Maintains collections and outstanding accounts. Prepares daily deposits for banking.

REPRESENTATIVE DUTIES:

Essential Duties:

Process customer service orders in a prompt and professional manner.
Issues customer service work orders for Technician daily schedule
Maintains day to day operations of the accounts receivable
Responsible for office supply purchases, to include all forms such as statements, receipts, late notices, etc.
Establishes and maintains an accurate inventory on converter boxes and remotes
Responsible for petty cash reconciliation
Prepares funds for daily deposits in accordance with policies and procedures
Prepares and processes purchase orders as required
Prepares and mails monthly statements of Broadband customer correspondence
Maintains and responds to customer email requests
Maintains centralized filing system of Broadband customer correspondence
Maintains and upholds current policies and procedures related to Tulalip Broadband
Performs other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Office procedures and public relations required.

Ability to:

Type 35 wpm
Operate computer, 10 key and copier machine
Be accurate and pay close attention to detail
Must have strong organization skills and be self-motivated.

EDUCATION AND EXPERIENCE:

High School Diploma or GED
Continuing education in job related courses mandatory (work experience may be substituted for part of the education required)
Operating Microsoft Office (Word, Excel, Outlook, etc) and Windows Operating system
Previous Clerical experience required

LICENSE AND OTHER REQUIRMENTS:

Valid Washington State Drivers License and appropriate insurance

PHYSICAL DEMANDS:

Physical:

Minimal lifting and bending required

PAY RANGE: \$15.44 to \$18.77 per hour

OPENING DATE: November 20, 2008

CLOSING DATE: December 3, 2008